



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

September 14, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-10

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Review of Preliminary W-2 Employee Data

The Office of State Uniform Payroll will report 2000 W-2 information to the Department of Revenue and the Internal Revenue Service through the Social Security Administration for all agencies on the Uniform Payroll System. Preliminary W-2 Employee Detail Reports will be generated after payroll "Calc" for the pay periods ending September 17, October 15, and November 12, 2000. The final W-2 Report and files for 2000 will be produced after the last payday for the year. These reports will be distributed to the agencies and may be viewed through **BUNDL**.

Each agency is responsible for information reported on the W-2 file. Therefore, every effort should be made to see that information in the system is correct before this file is produced. **Employee names, addresses, valid zip codes, individual amounts, including fringe benefits**, must be carefully checked and verified. Please refer to OSUP Memorandum #2000-03 "Employee Names in UPS" issued on August 5, 1999, for guidelines and examples that should be followed when entering/changing an employee's name in UPS.

NOTE: Assuring the accuracy of 2000 W-2 data is even more important than ever since corrections will not be processed in the Uniform Payroll System after December 2000. As a result, procedures for corrections to 2000 W-2's will be much more difficult than in the past.

UPS will not produce W-2's for any employee with invalid or no codes for EIC, CAFE, or Tax Shelter deferrals, zero gross wages, or with negative W-2 data. These employees will not be on the W-2 Report, but will appear on the W-2 Exception Report. Immediate attention should be given to this report as adjustments to tax payments, employee yearly records, and W-2c's for 1999 may be required prior to producing final W-2's and reports after the last payday of December.

Agencies must also review the Tax Shelter Year-to-Date Report (BL1507-01) to ensure that Tax Shelter calendar year limits have not been or will not be exceeded. This report is produced bi-weekly and is available in BUNDL view. See OSUP Memorandum #2000-28 for more information. In addition, agencies must also review the MSU Deductions Report (BL1438-01) to ensure that employees have not or will not exceed the calendar year maximum for Flexible Benefits Dependent Day Care. This report will be produced for pay periods ending

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September 17, 2000, October 15, 2000, November 12, 2000, and all pay periods in December. See OSUP Memorandum #2000-29 for more information.

Please research any problems and process all required changes or adjustments as soon as possible. OSUP Memorandum #2000-33, dated December 2, 1999, outlines the instructions for correcting W-2 records. Subsequent OSUP memoranda will be distributed at the end of the year providing additional 2000 W-2 information (e.g., processing/update schedules for December and January and reporting and correcting W-2's). There must be cooperation and coordination of these activities/deadlines between personnel, payroll and accounting staff to accomplish proper reporting and payment of W-2 and W-2c related information.

For further explanation or clarification of this information, contact a member of the User Services or Production Control Unit at (225):

Karen Antoine	342-5354	Cindy McClure	342-8928
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RSM:PAR/kmb